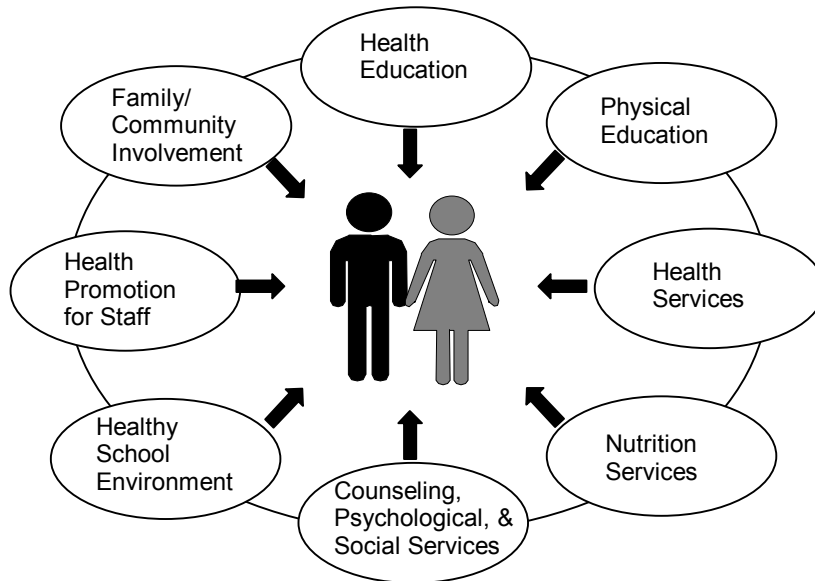


## **Module 7: Health Promotion for Staff**

### ***Instructions for Module Coordinator***

Habits and practices related to physical activity, eating, and tobacco use are influenced by the entire school environment. That's why the *School Health Index* has eight different modules, which correspond to the eight components of a coordinated school health program shown below.



### ***Instructions for completing the module***

1. Work with the site coordinator to organize a team to complete the module's documents. Below are some suggested members of the Module 7 team.

Physical education teacher  
School nurse  
Teacher(s)  
Health educator(s)

Community health agency representatives(s)  
(for example, American Cancer Society or  
local health department)

2. Make a photocopy of the module Questionnaire (pages 4-6) for each Module 7 team member. Make at least one photocopy of the module Score Card (page 3) and the module Planning Questions (pages 7-8).
3. Give each Module 7 team member a copy of the Module 7 Questionnaire. Use the copies of the module Score Card and the Planning Questions to record the team's work. Put the originals of these documents away in case you need to make more photocopies.

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4. At a Module 7 team meeting:

- Discuss each question on the Module 7 Questionnaire and its scoring choices.
- Decide how to collect any information you need to answer each question accurately.
- After you have all the information you need, arrive at a consensus score for each question. Answer each question as accurately as possible. The *School Health Index* is **your** self-assessment tool for identifying strengths and weaknesses and for planning improvements; it should not be used for evaluating staff.
- Record the scores (0-3) for each question on the module Score Card and calculate the overall Module Score.
- Use the scores written on the module Score Card to complete the Planning Questions at the end of the module.
- Use the results from the third question in Planning Questions to identify the one, two, or three highest priority actions that you will recommend to the *School Health Index* team for implementation this year.
- Use the answers to the Planning Questions to decide how you will present your results and recommendations at the follow-up *School Health Index* team meeting.

We wish you success in your efforts to improve the health of young people!

## **Module 7: Health Promotion for Staff**

### ***Score Card (photocopy before using)***

#### **Instructions**

1. Carefully read and discuss the Module 7 Questionnaire, which contains questions and scoring descriptions for each item listed on this Score Card.
2. Circle the most appropriate score for each item.
3. After all questions have been scored, calculate the overall Module Score and complete the Module 7 Planning Questions located at the end of this module (pages 7-8).

		<b>Fully in Place</b>	<b>Partially in Place</b>	<b>Under Develop- ment</b>	<b>Not in place</b>
7.1	Health screening for staff	3	2	1	0
7.2	Physical activity/fitness programs for staff	3	2	1	0
7.3	Healthy eating/weight management programs for staff	3	2	1	0
7.4	Tobacco-use cessation programs for staff	3	2	1	0
7.5	Promote staff participation	3	2	1	0
7.6	Budget for staff health promotion	3	2	1	0

**COLUMN TOTALS:** For each column, add up the numbers that are circled and enter the sum in this row.

<b>TOTAL POINTS:</b> Add the four sums above and enter the total to the right.			
<b>MODULE SCORE</b> = (Total Points / 18) X 100			%

## Module 7: Health Promotion for Staff

### *Questionnaire*

#### 7.1 Health screening for staff

Does the school or district offer\* staff members physical health screenings\*\* that are accessible and free or low-cost at least once a year?

*\*Offer means that the school or district has a special arrangement for staff to receive health screening either on-site or off-site through a community program.*

*\*\* Examples of items that are part of a **health screening** include:*

- ✓ height and weight
- ✓ blood pressure
- ✓ cholesterol level
- ✓ blood sugar level
- ✓ tobacco use

3 = Yes.

2 = Offers accessible, free or low-cost physical health screenings for staff, but not every year.

1 = Offers physical health screenings, but they are either not accessible or not low-cost.

0 = Does not offer physical health screenings.

#### 7.2 Physical activity/fitness programs for staff

Does the school or district offer\* staff members physical activity/fitness programs\*\* that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in physical activity/fitness programs either on-site or off-site through a community program.*

*\*\*Physical activity/fitness programs include classes, workshops, facilities, and special events.*

3 = Yes.

2 = Offers accessible physical activity/fitness programs, but the programs are not low-cost.

1 = Offers physical activity/fitness programs, but the programs are not low-cost and not accessible.

0 = Does not offer physical activity/fitness programs.

### **7.3 Healthy eating/weight management programs for staff**

Does the school or district offer staff members healthy eating/weight management programs that are accessible and free or low-cost?

3 = Yes.

2 = Offers accessible healthy eating/weight management programs, but the programs are not low-cost.

1 = Offers healthy eating/weight management programs, but the programs are not low-cost and not accessible.

0 = Does not offer healthy eating/weight management programs.

### **7.4 Tobacco-use cessation programs for staff**

Does the school or district offer or refer school staff to tobacco-use cessation services\* at the school or in the community that are accessible?

*\*Cessation services can include any of the following:*

- ✓ *group tobacco-use cessation program*
- ✓ *brief clinical counseling*
- ✓ *self-help educational materials*
- ✓ *computer-based cessation program*
- ✓ *referral to a local physician*
- ✓ *telephone quit line*
- ✓ *pharmacological cessation aids (nicotine replacement therapy, Zyban, etc.)*

3 = Yes.

2 = Offers access to tobacco-use cessation programs, but the programs are not easily accessible.

1 = No, but there are plans to do so.

0 = No, and there are no plans to do so.

## **7.5 Promote staff participation**

Does the school or district promote and encourage staff participation\* in its health promotion programs?

*\*Examples of ways to **promote and encourage staff participation** include:*

- ✓ *information at orientation for new staff*
- ✓ *information included with paycheck*
- ✓ *flyers posted on school walls*
- ✓ *letters mailed directly to staff*
- ✓ *announcements at staff meeting*
- ✓ *articles in staff newsletter*
- ✓ *incentive/reward programs*
- ✓ *public recognition*
- ✓ *health insurance discounts*

3 = Yes, with three or more of the methods listed above.

2 = With two of the methods.

1 = With one of the methods.

0 = No.

## **7.6 Budget for staff health promotion**

Is there a school or district budget for staff health promotion that includes a salary for a coordinator\*?

*\***Coordinator** means a full-time or part-time employee who is responsible for planning, designing, implementing, and evaluating staff health promotion activities.*

3 = Yes.

2 = There is a budget, but it does not include a salary for a full-time or part-time coordinator (although the school or district may have a volunteer coordinator).

1 = No, but there are plans to create a budget.

0 = No, and there are no plans to create a budget.

## **Module 7: Health Promotion for Staff**

### ***Planning Questions*** ***(photocopy before using)***

The Module 7 Planning Questions will help your school use its *School Health Index* results to identify and prioritize changes that will improve policies and programs for promoting physical activity, healthy eating, and a tobacco-free lifestyle. The answers on this form should guide your module team's presentation to the entire *School Health Index* team.

#### **Planning Question 1**

Look back at the scores you assigned to each question. According to these scores, what are the strengths and the weaknesses of your school's policies and programs related to health promotion for staff?

#### **Planning Question 2**

For each of the weaknesses identified above, list several recommended actions to improve the school's scores (for example, provide easy access to health screening for staff).

*Continued on next page*

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**Planning Question 3:** List each of the actions identified in question 2 above. Use the five-point scales defined below to rank each action on five dimensions (importance, cost, time, commitment, feasibility). Add the ranking points for each action to get total points. Use the total points to help you choose one, two, or three top-priority actions that you will recommend to the *School Health Index* team for implementation this year.

<b>Importance</b>	<b>How important is the recommendation to my school?</b> 5 = Very important 3 = Moderately important 1 = Not important
<b>Cost</b>	<b>How expensive would it be to plan and implement the recommendation?</b> 5 = Not expensive 3 = Moderately expensive 1 = Very expensive
<b>Time</b>	<b>How much time and effort would it take to implement the recommendation?</b> 5 = Little or no time and effort 3 = Moderate time and effort 1 = Very great time and effort
<b>Commitment</b>	<b>How enthusiastic would the school community be about implementing the recommendation?</b> 5 = Very enthusiastic 3 = Moderately enthusiastic 1 = Not enthusiastic
<b>Feasibility</b>	<b>How difficult would it be to attain the recommendation?</b> 5 = Not difficult 3 = Moderately difficult 1 = Very difficult

[illegible]